

Clerk's Office – Department Copywriting and Strategy Schedule

Week	Phase	Meeting/Milestone
Nov 20 - 22	Discovery & department strategy	Monday 11/20 Discovery interview with Stephanie Assigned SME: Keith
Nov 27 – Jan 12	Copywriting & discovery Link redirect phase	Discovery meetings and training with division staff GR Digital check-in meeting
Jan 15 – 19	Editing & Iteration	GR Digital check-in meeting
Jan 22 - 26	Editing & Iteration, Publishing & redirects	Launch site